

Ceremonial Document Request Form

Complete this form and fax it to (202) 727-6526

Allow for a three week turn-around time.

TIMELINE

Date of Activity	
Date Needed	

REQUESTOR INFORMATION

Requestor Name:		
Office:		
Mailing Address:		
Phone:	(Work)	(Home)
Fax:		
E-Mail:		

CONTACT INFORMATION (if different than requestor)

Contact Name:		
Contact Phone:	(Work)	(Home)

DOCUMENT REQUESTED

Check the type of document you are requesting:

Proclamation

- ☐ Long (Presentation by Mayor/Cabinet)
- ☐ Short

Other Documents

- ☐ Citation
- ☐ Honorary Citizenship
- ☐ Key to the City (Presentation by Mayor only)
- ☐ Salute

Letters

- ☐ Birthday
- ☐ Condolence
- ☐ Congratulations
- ☐ Greetings
- ☐ Retirement (Federal/private)
- ☐ Wedding Anniversary
- ☐ Welcome

Certificates

- ☐ Appreciation
- ☐ Distinguished Public Service Awards
- ☐ Meritorious Public Service Awards
- ☐ Merit

Other _____

Please provide Extensive information about the event at which this document will be given and/or the person being honored by this document.

Please also provide draft language, if applicable.